



TO: All Indiana Department of Workforce Development Employees
located in IDWD's Administrative, Appellate, Board Commissions, Review
Board and Unemployment Insurance Modernization Indianapolis Offices

FROM: Teresa L. Voors *TLV/AL*
Commissioner, Indiana Department of Workforce Development

THROUGH: Dustin Stohler *DS*
Deputy Commissioner, Legal Affairs and Administration

DATE: June 13, 2008

SUBJECT: DWD Commissioner's Directive 2007-42
Indiana Department of Workforce Development's Document Shredding Policy
for Several IDWD Indianapolis Office Locations

Purpose

To explain the methods and responsibilities for the shredding of confidential documents at Indiana Department of Workforce Development's (IDWD) Administrative, Appellate, Board Commissions, Review Board, and Unemployment Insurance Modernization Indianapolis office locations. Confidential documents, if not securely shredded in accordance with this policy, can cause irreparable harm to individuals, businesses and to the Indiana Department of Workforce Development. **Please note** that this policy does not supersede existing record retention policies or guidelines set forth by the Indiana Commission on Public Records. According to Commission's policies, many IDWD records must be retained for a certain number of years, such as those of the Trade Adjustment Assistance program, Unemployment Insurance claims, Unemployment Insurance tax and basic accounting records.

Background

The Indiana Department of Workforce Development is entrusted with information that must be kept secure and private. The IDWD Indianapolis office locations named above generate, receive, and store confidential documents and records. If these confidential documents and records are not securely destroyed, there is a potential danger that the records of individuals as well as businesses can be wrongfully accessed and misused for illicit purposes, such as identity theft or fraud. Therefore, the following procedures will begin at the above named IDWD locations on July 1, 2008.

Confidential paper documents not required to be retained for a certain period of time under Indiana Commission on Public Records policies will be shredded and recycled in the IDWD offices named above in locked receptacles. The Indiana Commission on Public Records will be in charge of these receptacles and the shredding of the collected documents.

Contents

- Confidential documents to be shredded shall not be discarded in trash bins, recycling containers or other publicly assessible locations. Locked receptacles solely designated for shredding paper records will be located at each location beginning on July 1, 2008. Employees are responsible for physically taking all confidential documents to be destroyed to the locked receptacles. Cleaning crews will no longer be responsible for picking up confidential documents to be shredded.
- **Employees must not place their personal paper documents into the containers to be shredded. These containers are for IDWD-related confidential documents ONLY.** Documents that do not contain confidential information should be placed in the blue recycling containers at each location.
- Employees must not store confidential documents to be shredded underneath their desks in boxes or containers. All confidential documents must be taken to the specified locked receptacles as soon as possible.
- When an employee's desk is unattended, the desk must be cleared of all confidential information to prevent wrongful access, theft or fraud. Confidential information must be properly filed or stored to prevent inappropriate disclosure of information.
- Any employee who discovers confidential information unsecured, inappropriately filed, or not stored to prevent inappropriate disclosure must immediately notify a supervisor who will then contact the IDWD Investigations/Security Section.

Review Date

September 30, 2010

Ownership

Denise Klinkose, Director, DWD Investigations/Security Section

Darrell Smith, Director, DWD Facility Services

Indiana Department of Workforce Development

10 North Senate Avenue

Indianapolis, Indiana 46204

Security Telephone: 317.232.7187

Facility Services Telephone: 317.232.7351

Effective Date

Immediately

Action

All employees located in Indiana Department of Workforce Development's Administrative, Appellate, Board Commissions, Review Board, and Unemployment Insurance Modernization Indianapolis office locations shall follow the directions in this policy. Questions concerning this policy should be directed to the owners of this policy. Questions concerning retention policies under the Indiana Commission on Public Records should be directed to Emily Wright, IDWD Records Coordinator, at telephone 317.233.5715